

REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

CEHR-C

12 June 1996

MEMORANDUM FOR ALL HEADQUARTERS USACE ELEMENTS, MAJOR
SUBORDINATE COMMANDS (MSC), DISTRICTS, LABORATORIES,
AND FIELD OPERATING ACTIVITIES (FOA)

SUBJECT: Command Special Assistance Initiative

1. References:

- a. CEHR-E memorandum, 6 June 1996, subject: Hiring Freeze Instructions.
- b. CECG memorandum, 5 June 1996, subject: Division Restructuring
- c. CEHR-C memorandum, 25 February 1993, subject: US Army Corps of Engineers Command Outplacement Program.
- c. ER 690-1-311, 16 November 1992, Command Outplacement Program.

2. In accordance with references above, the Command Special Assistance Initiative (enclosure) is now activated on a mandatory basis. Activities whose personnel are impacted by the division restructuring described in the CECG memo dated 5 June 1996 should begin to register personnel in this automated system as soon as they are identified. Currently, the data base for this program shows that 163 individuals remain registered in the system. Parent activities should ensure the validity of those registrations. Once the hiring freeze is lifted, activities with vacancies will place qualified registrants who match their vacancies prior to competitive fill. Registrants should be prepared to provide selecting officials with qualifications data, either DA Form 2302, SF-171, or other resume of experience. The Command Special Assistance Initiative does not replace the DoD Priority Placement Program (PPP); placements under the Initiative will be made only after all entitlements are extended to PPP candidates.

3. ER 690-1-311 dated 16 November 1992, Command Outplacement Program, has been on hold since 25 February 1993 (reference c). The enclosed CEHR-C SOP No. I implements current USACE policy on registration and placement of affected individuals who are not otherwise accommodated. It is our desire to

ensure stability of employment for USACE civilians, providing them with optimum placement opportunities within our command.

CEHR-C

SUBJECT: Command Special Assistance Initiative

4. Representatives from all USACE Human Resources Offices were trained on use of this automation-based system in December 1992. Those offices needing further guidance or implementation instructions may contact the Career Management Operations Division at 202-761-0548.

5. Our staff is committed to do everything possible to ensure a smooth transition to the new organizational structure. If you have any questions about this initiative you may contact Steve Arnold of my staff at 202-761-0548.

Enclosure

/S/

SUSAN DUNCAN

Director of Human Resources

CEHR-C (690-950)

MEMORANDUM FOR ALL HEADQUARTERS USACE ELEMENTS, MAJOR SUBORDINATE

COMMANDS (MSC), DISTRICTS, LABORATORIES, AND
FIELD OPERATING ACTIVITIES (FOA)

**SUBJECT: STANDARD OPERATING PROCEDURE - Command Special
Assistance Initiative**

Standard Operating Procedure

No. 1

Issue of supplements to this **SOP** is **prohibited except**
upon approval of **HQUSACE (CEHR-C), WASH DC 20314-1000**

1. Purpose. This SOP establishes policies and procedures for command-wide assistance to USACE members whenever an event causes large numbers of USACE personnel to become surplus. HQUSACE will provide written communications to commanders of all USACE MSCS, laboratories and field operating activities on when and how to implement this SOP. The goal of the Command Special Assistance Initiative is to retain our highly skilled, professional, technical, and administrative workforce within USACE by providing maximum opportunities for placement into other USACE positions.
2. Relationship to DoD Priority Placement Program (PPP). This initiative does not supplant any requirements of the DoD PPP. The provisions of the PPP take precedence over the USACE Command Special Assistance Initiative. USACE individuals eligible for placement assistance under the DoD PPP will be registered in that program. Vacant positions subject to PPP provisions must be registered and cleared under the Automated Stopper and Referral System (DA, ASARS) before placement under the Command Special Assistance Initiative may be effected.
3. Applicability. This SOP applies to HQUSACE and all USACE major subordinate commands (MSC), districts, field operating activities (FOA) and laboratories. For those individuals who occupy attorney positions in the GS-905 series, additional placement guidance can be found in AR 690-200, chapter 213, subchapter 4, and USACE Supplement 1 to this document. In the

I

Standard Operating Procedure
No. 1

event of a conflict, AR 690-200 and USACE Supplement 1 shall govern the placement assistance for attorneys.

4. References.

- a. DoD Manual 1400.20-1-M
- b. AR 690-200, Chapter 213
- c. AR 690-950
- d. AR 690-990-2, Book 536, Subchapter S3
- e. USACE Supplement 1 to AR 690-200
- f. OPM Qualification Standards Handbook for General Schedule

Positions (replaced X118)

5. General. This SOP establishes command-wide policy for the USACE Special Assistance Initiative and provides guidance to be followed under the program. Commanders of USACE activities serviced by non-USACE HROs should provide a copy of this policy memorandum to their servicing HRO for implementation.

6. Policy.

- a. HQUSACE has overall responsibility for this initiative.
- b. Each USACE Human Resources Office will train at least one person in the policies and procedures of this program.

c. Information will be provided to all individuals directly impacted by shifts in manpower or workload, regarding actions that must be taken to assure maximum assistance. See Appendix A for information on registration.

d. USACE members' transportation and relocation expenses will be paid by the releasing activity to the maximum extent permitted by provisions of the Joint Travel Regulations (JTR), Volume II.

7. Procedures.

a. MSC and laboratory commanders will assume primary responsibility for the placement of personnel under their jurisdiction before registering personnel and positions in the Command Special Assistance Initiative. All full-time permanent continuing vacancies will be registered in accordance with instructions referred to in Appendix C.

b. Activities may fill vacancies through the placement of local repromotion eligibles. Activities may place reassignment eligibles prior to registering vacant positions in this program.

c. Recruitment efforts may continue to a point of commitment while individual vacancies are being considered for a match. Activities may not commit a position until it has been cleared.

d. Registered vacancies that are not matched within **five** duty days will be released for recruitment. A longer period of time may be deemed appropriate before releasing a position. Circumstances present at any given time will dictate some discretion.

e. Human Resources Offices will provide all information on the vacancy needed for data entry into the automated system.

f. Individuals who are registered in the system will be matched at their current grade level against vacancies for which well qualified, using established knowledge, skills, and abilities. Although this is primarily a reassignment initiative, individuals interested in a lower graded position will be matched against vacancies at the lower grade for which well qualified. Registration for the program will be accomplished via local Human Resources Office channels, in accordance with instructions in Appendix C. Individuals will be permitted to register for as many localities as they desire.

3

Standard Operating Procedure
No. 1

8. Responsibilities. USACE servicing Human Resources **Offices**

will:

a. Match individuals to positions by grade, job series and availability for location.

b. Compare the initial matches for necessary qualification factors.

c. Compare registrants, qualifications with option codes identified in Appendix D as appropriate.

d. Communicate with each other as gaining and releasing entities when they find that a registrant has been matched and found qualified for a position and that a position offer is to **be** extended.

e. If a registrant has been found qualified for more than one position, offers will be extended for all matched positions **by** the registrant's servicing Human Resources Office. The choice **of** acceptance will be arrived at by the registrant.

f. When more than one registrant qualifies for the same position, the gaining servicing Human Resources Office will forward the records of all qualified registrants to the manager responsible for selection. Selecting officials may conduct interviews if there are multiple candidates, and may select any one of the referred candidates determined to be the best match for the vacancy.

g. Only gaining servicing Human **Resources Offices will** commit positions and negotiate release **and reporting dates with** losing and gaining activities.

h. Commanders may offer rebuttal to the decision to place a registrant into a position only if qualifications are being disputed. Written justification must be submitted to **HQUSACE**, CEHR-C, within five workdays.

4

Standard Operating Procedure No. 1

i. All rebuttals of qualifications will be adjudicated by the Director of Human Resources, HQUSACE, in coordination with Functional Chiefs (or Functional Chief's Reps) as appropriate.

the job
be made

j. Should the decision of the Director overrule the match, offer need not be made. In all other cases, offers will immediately without further delay.

k. Selected individuals will have three workdays in which to accept a position.

1. Selected individuals will **be deferred from the USACE-wide** initiative referral **process for** one year, **if they decline a bona fide** offer from any **USACE** activity.

FOR THE COMMANDER:

/S/
SUSAN DUNCAN
Director of Human Resources

APPENDIX A
COMMAND SPECIAL ASSISTANCE INITIATIVE
ELIGIBILITY AND REGISTRATION

1. Registration Eligibility

Members identified as potential losses (surplus) at any grade in any pay plan; members who volunteer to take the place of those who are potentially surplus; and those who will be involuntarily downgraded through no fault of their own.

2. Registration ineligibility.

a. Employees whose job performance is less than fully successful under the performance evaluation system or whose performance becomes less than fully successful after registration, regardless of the rating of record.

b. Employees whose conduct is unacceptable. An employee's conduct is unacceptable when the registering activity has knowledge that the employee's current or past conduct has directly and negatively impacted the employee's qualifications, eligibility or suitability for registration (i.e. determine a nexus exists between misconduct and registration Eligibility) .

c. Employees who have applied for disability retirement, until such retirement has been disapproved.

d. Employees who are eligible for and elect optional retirement.

e. Reemployed annuitants serving at the will of appointing officer.

f. Employees under time limited appointments (temporary or term).

3. Period of Registration.

a. Until placed, or member no longer meets eligibility for registration, or requests deletion from this initiative.

b. Member will be deleted from the program for one year, after declining a valid job offer.

Standard Operating Procedure
No. 1

APPENDIX B

SUPPLEMENTAL INSTRUCTIONS

This appendix will contain supplemental instructions to **be** observed that are specifically tailored to the event, when it becomes necessary to rapidly render placement assistance to large numbers of surplus **USACE** personnel.

Standard Operating Procedure
No. 1

APPENDIX C

This appendix is the Users Manual for the USACE Special Assistance Initiative. It describes the procedures to be followed for computer system access. The manual contains individual menu screens that show users how to select functions and options for entering vacancy data, matching registrants to vacancies, withdrawing vacancies, and recording offers.

The document is available in its entirety upon request to CEHR-C, 20
Massachusetts Ave. N.W. Washington, DC 20314-1000, phone (202) 761-0548.

APPENDIX D OPTION CODES

(NOTE: Please consult Engineers and Scientists Referral Category Codes, OPM Classification Standards or OPM Qualifications Standards Handbook should additional information on option definitions be needed).

What follows are option codes for the series identified. Don't be concerned if you don't find a specific option code or series. In all likelihood, the Corps doesn't have multiple specialties in that series thus the need to specifically address an option code is negated. Only identify the series when registering the registrant.

GS-0801	General Engineering
GS-0802	Engineering Technician
GS-0806	materials Engineering
GS-0810	Civil Engineering
GS-0819	Environmental Engineering
GS-0830	Mechanical Engineering

GS-0850	Electrical Engineering
GS-0855	Electronics Engineering

ARA	Architecture
CHA	Chemical
CHD	Computer Hardware
CIB	Civil
COH	Construction

ACO	Construction Contracting (USACE Program, only)*
COJ'	Cost Estimating
CST	Computer Software
CWO	Civil Works Operation & Maintenance
CWP	Civil Works Planning

DDE	Dep Dist Engr For Project Management(USACE Program,only)*
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DEB	Design
ELA	Electrical
ELD	Electronics
GEO	Geotechnical (USACE Program, only)*
HYD	Hydraulic (USACE Program, only)*
INA	Industrial
LCM	Life Cycle Project Management (USACE Program, only)*

***NOTE:** You will not find these option codes in the PPP Manual. They have been developed for use in this program for consistency purposes.

MAH	Materials
MEA	Mechanical
RES	Research
SPE	Specification (USACE Program, only)*
STE	Structural
LTTA	Utilities
WAB	Water Resource Development

GS-0201	Personnel Management
<u>GS-0203</u>	<u>Personnel Classification & Assistant</u>

CPO	Civilian Personnel Officer
CLA	Classification
EMA	Employee Development
EMC	Employee Relations
LBR	Labor Relations
STB	Staffing
PSM	Personnel Systems Manager
EEO	Equal Employment Opportunity

GS-0301 ,	<u>Misc Admin and Program</u>
<u>GS-0303</u>	<u>Misc Clerk and Assistant</u>

ANA	Analysis and Planning
COR	Communications
FIB	Financial Management
INS	Information Systems Management
LOA	Logistics
SUB	Supply

D-2

<u>GS-0326</u>	<u>Office Automation Support</u>
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<u>GS-0334</u>	<u>Computer Specialist</u>
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EQC	Equipment Analyst
PRA	Computer Programmer Analyst
PRK	Programmer
SYC	Systems Analyst
SPR	Systems Programmer

<u>GS-0343</u>	<u>Management</u> <small>Anal-TQic2</small>
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MAL	Manpower
ORG	Organization and Mission
STI	Statistical Analysis

<u>GS-0343/0345</u>	<u>Program Analyst</u>
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coz	Cost Analysis
<u>GS-0392</u>	<u>General Communications</u>
EQD	Equipment Operation
<u>GS-0393</u>	<u>Communications Specialist</u>
TEB	Telephone
<u>GS-0510</u>	<u>Accountiag</u>
COQ	Cost
INE	Internal
OPB	operating
SYA	Systems